

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management and
Distribution Branch
FROM : Chief, Supply Division, PSO
SUBJECT: The Establishment of Policy for Purchasing Letter and
Legal-size Filing Cabinets

DATE: FEB 3 1953

1. This Office concurs in recommendations cited in
reference communication dated 22 January 1953.

2. It is suggested that an effective date to establish
the policy be set by your Office, and also the policy be
published as an Agency Notice by DD/A.



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PSO/NJO'D;pb (2 February 1953)

Distribution:

- 1 - Courtesy
- 1 - SD
- 1 - SD/SCB
- 1 - SD/SCB/SES

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